

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3508

TITLE: SENIOR EXTENSION AGENT

GRADE: S-22

DEFINITION:

Under administrative direction, supervises professional staff engaged in providing public education programs related to environmental science, urban horticulture, natural resource management, urban agriculture, home economics, family and home life management, child and family development, nutrition, financial and resource management, 4-H and youth development, in accordance with the Virginia Cooperative Extension mission, the U.S. Department of Agriculture, and cooperative state and local government agencies; plans for overall program direction; secures the resources of the federal, state and county government to maintain and/or enhance the integrity of the educational programs; recommends the use of new or additional scientific research findings for strengthening extension programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Extension Agent class in that it involves first-line supervision of Agent work.

ILLUSTRATIVE DUTIES:

Assigns work to and evaluates performance of Extension Agents, technicians and clerical staff;
Analyzes staff needs and secures the necessary resources to carry out the section programs;
Coordinates with federal, state, county and private agencies in establishing new programs or redirecting existing programs;
Designs, develops, implements and manages public education programs to address identified needs;
Researches, designs and writes educational and technical publications, curriculums, press releases, videos and other support materials;
Instructs and advises individuals, groups, schools, County agencies, non-profit organizations, and businesses on issues of either: the environment, horticulture, natural resources and urban agriculture; or family management, individual and family nutrition, food safety, financial and resource management and other aspects of home life management; or various aspects related to youth development (pre-teen & teen), youth at risk and related problems applicable to urban communities;
Plans, develops, coordinates and implements seminars, workshops and conferences;
Plans, coordinates and conducts community events such as fairs, field days and demonstrations to disseminate educational information;
Develops and coordinates youth and adult organizations and other extension activities as determined by federal, state and County initiatives;
Reviews and keeps available current research information from Virginia Polytechnic Institute, Virginia State University, United States Department of Agriculture and other state and local government agencies to strengthen public education programs in the County;
Provides diagnostic and control recommendations to County residents with problems in and around the home, such as pest control and food safety, through direct consultation or written information;
Represents Department and County by serving on regional and state committees, boards and other organizations;

Provides civil assistance under declared states of emergency and assists County in receiving state and federal disaster relief in the event of a natural disaster;
Plans and conducts research and demonstration projects in the County (such as turfgrass management, nutrient management, water quality, wetlands mitigation and composting) in cooperation with Virginia Polytechnic Institute faculty and/or an agency of the federal government;
Makes educational presentations to civic and professional groups and organizations;
Participates in all management meetings for program coordination;
Plans and implements section meetings;
Participates in all Virginia Cooperative Extension professional development training;
Fulfills Virginia Cooperative Extension programming and reporting system requirements and attends all state required meetings and conferences;
Secures and maintains the required certification of a state agency and/or an accredited professional organization to carry out assigned job duties;
Recruits, trains and manages volunteers to disseminate educational programs and information to the public;
Provides technical and educational support to other County agencies' programs and ordinances;
Provides support to Virginia Cooperative Extension programs in surrounding counties in field of specialization;
Analyzes the County issues and priorities and writes proposals for grants in aid for various programs and or activities in the County.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of urban agriculture, home economics and/or youth development and ability to give technical advice for solution to problems in these areas;
Ability to analyze current and proposed legislation and identify issues and needs to plan direction of programs;
Ability to supervise staff and promote teamwork;
Ability to plan, organize and supervise projects and program activities;
Ability to speak and write effectively;
Ability to develop and maintain effective working relationships with a variety of groups and individuals.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a Master's degree in agriculture, horticulture, home economics, environmental studies (ecology, natural resource management, etc.) or related field; PLUS
Three years of experience in extension or related work.

CERTIFICATES AND LICENSES:

Not applicable.

Revised:

August 1, 1994